



# Maine Educational Assessments Online Special Consideration Request 2017 NEO Portal & MEA Module

Presented by  
Maine DOE Assessment & Data Teams  
[mea.doe@maine.gov](mailto:mea.doe@maine.gov)

Welcome to the Maine Educational Assessments Online Special Consideration Request 2017 NEO Portal & MEA Module training. I'm Nancy Godfrey, DOE Assessment Coordinator.

## What is a Special Consideration?

A Special Consideration is a request for a student to be exempt from accountability for any particular required Maine Educational Assessment.

Special Consideration requests must be submitted by the last day of the testing window of the applicable Maine Educational Assessments (MEA).



Read slide

## What is a Special Consideration?

If a student can receive academic instruction, the student can participate in state assessments.

However, in rare instances, students are unable to participate in either instruction or assessment. In these cases, a request for Maine DOE approval of non-participation in MEA must be made.

NOTE: Absence due to behavior issues, suspensions, and truancy do not meet the definition and do not make a student eligible for a Special Consideration exemption.



Read slide

## What is a Special Consideration?

Special Consideration requests must be based on a decision made by an educational team that includes as appropriate: the student's teachers, English as a Second Language endorsed educator, school counselor, principal, parent or legal guardian, and, if possible, the student.

This educational team collects and reviews information, and documents the decision.



Read slide

## Steps for Special Consideration Requests

- Log into NEO  
<https://neo.maine.gov/DOE/NEO/Accounts/Account/Login> (login credentials required)
- Principals are authorized to submit Special Consideration requests and must request credentials to the NEO Maine Educational Assessments module by contacting [MEDMS.helpdesk@maine.gov](mailto:MEDMS.helpdesk@maine.gov) or 624-6896



Principals are authorized to submit Special Consideration requests and must request credentials to the NEO Maine Educational Assessments module by contacting the MEDMS help desk

## Who Completes/Submits the Request?

Principals of the attending school must notify sending school districts of their desire to complete and submit a Special Consideration request.

Both attending school and sending district will have access to a particular student request.




As stated before, Principals may request login access to the MEA Assessment module. Principals must notify sending districts of their desire to request a Special Consideration before making the request.

# Log Into NEO

<https://neo.maine.gov/DOE/NEO/Accounts/Account/Login>

Maine.gov




Dashboard

## Log In

User name

Password

Log inReset Password



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Once NEO portal/MEA module login credentials are obtained, log into NEO

## Accessing a Special Consideration Request

- Click “Maine Educational Assessments”



Your dashboard may look different, depending on how many modules you have been given access/permission for. Click “Maine Educational Assessments”.

## Welcome Message

### Welcome to MEA Special Consideration Request Module Messages

Special Considerations are requests for a student to be exempt from accountability for any particular required Maine Educational Assessment. Special Consideration requests must be submitted by the last day of the testing window of the applicable MEA. These requests must be based on a decision made by an educational team that includes as appropriate; the student's teachers, English as a Second Language endorsed educator, school counselor, principal, parent or legal guardian, and, if possible, the student.

This educational team collects and reviews information, and documents the decision. The principal completes the Request for Special Consideration and obtains the parent's consent.

Requests are reviewed by the Special Consideration Review Panel at the Maine DOE, who may request additional information when needed.



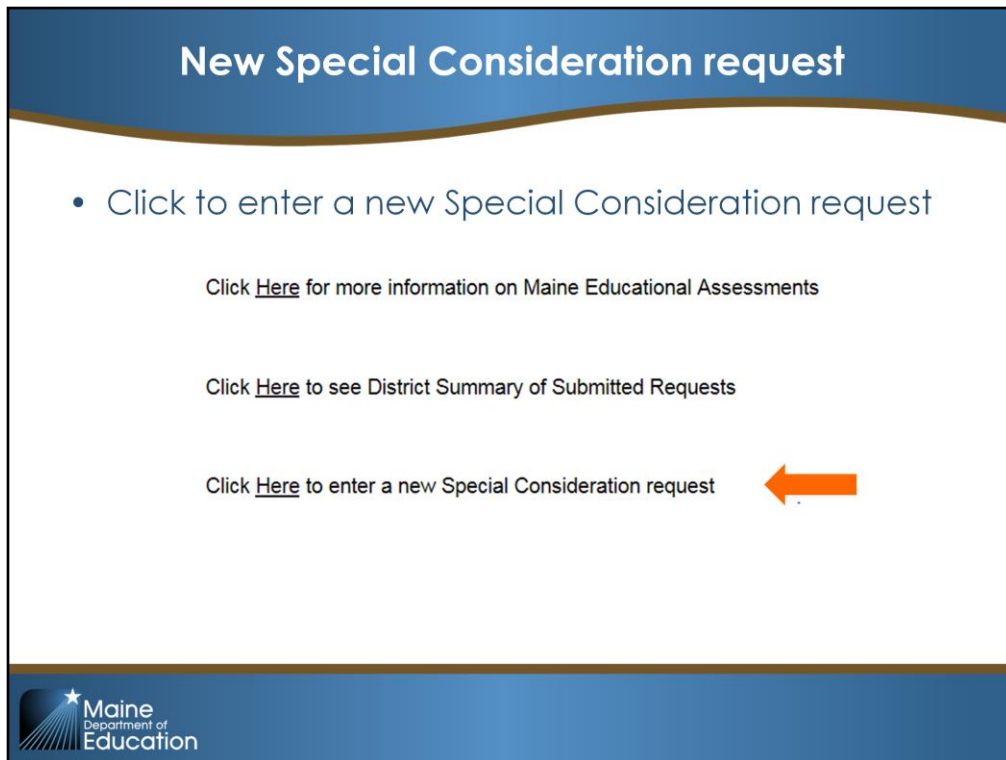
This opens an MEA Special Consideration Message with an overview of the process.

## Assessment Specific Contacts

- GENERAL ASSESSMENT:  
Nancy Godfrey at 207-624-6775 or [nancy.godfrey@maine.gov](mailto:nancy.godfrey@maine.gov)
- ALTERNATE ASSESSMENT:  
Sue Nay at 207-624-6774 or [sue.nay@maine.gov](mailto:sue.nay@maine.gov)
- ENGLISH LANGUAGE PROFICIENCY ASSESSMENT:  
Nancy Mullins at 207-624-6788 or [nancy.mullins@maine.gov](mailto:nancy.mullins@maine.gov)
- DIRECTOR OF ASSESSMENT AND ACCOUNTABILITY:  
Charlene Tucker at 207-624-6827 or [charlene.tucker@maine.gov](mailto:charlene.tucker@maine.gov)
- OFFICE ASSOCIATE II  
Eric Buckhalter at 207-624-6770 or [eric.buckhalter@maine.gov](mailto:eric.buckhalter@maine.gov)



Additionally on this welcome page, you will see a list of DOE individuals who are assigned to each separate MEA.




The bottom of the welcome page offers more information regarding each assessment the first “click here” bringing you to the MeCAS homepage.


The second “click here” takes you to summaries of submitted requests, which we will review later.

The third “click here” takes to entering a new Special Consideration request.

# 1.0 Student Information (snapshot)

## 1.0 Student Information


Enter Student ID: 

  
TAB

Student Name:


Student Grade:

## 1.0 Student Information

Enter Student ID: 

Student Name: Ronald McDonald

Student Grade: 11



To begin your request, you will need to provide student information. If the student is currently enrolled in your district or school, type in the 9-digit MEDMS SSID number and click TAB instead of ENTER.

By entering the SSID number, the student's name and grade will self populate.

## 1.0 Student Information

- If section 1.0 does not self populate after entering SSID number, then the student enrollment is not correct in Infinite Campus State Edition. Check your enrollment data and/or contact [MEDMS.helpdesk@maine.gov](mailto:MEDMS.helpdesk@maine.gov) or 624-6896.



Read slide

## 2.0 Attending School Information (snapshot)

### 2.0 Attending School Information



SAU/District:	RSU 123
School:	High School
School Mailing Address:	1 Main Street Augusta ME 04533
Contact Name:	Joe Principal
Contact Title:	Principal
Contact Email:	<a href="mailto:principal@rsu123.org">principal@rsu123.org</a> <input type="checkbox"/>



Section 2 provides the student's attending School Information that will also self populate. Contact information is based on what's currently in the NEO staff module. If the contact information isn't correct, cancel the request (do not submit), update the NEO Staff Module, and the changes will be reflected here when you begin again.

## Sections 1 & 2 Student Data and Attending SAU/School Details

- Principal enters **Student ID** and student data is automatically pulled in based on students active enrollment.

MAINE EDUCATIONAL ASSESSMENT (MEA)  
REQUEST FOR SPECIAL CONSIDERATION FORM

**1.0 Student Information**

Enter Student ID:

Student Name:

Student Grade:

**2.0 School Information**

SAU/District:

School:

School Mailing Address:

Principal Name:

Principal Email:

**3.0 Justification**

**4.0 Signature**

Principal Signature:

Principal Title:

**5.0 Date**

Date:

**6.0 School Information**

SAU/District:

School:

School Mailing Address:

Principal Name:

Principal Email:

**7.0 Justification**

**8.0 Signature**

Principal Signature:

Principal Title:

**9.0 Date**

Date:

**1.0 Student Information**

Enter Student ID:

Student Name:

Student Grade:

**2.0 School Information**

SAU/District:

School:

School Mailing Address:

Principal Name:

Principal Email:

**1.0 Student Information**

Enter Student ID:

Student Name:

Student Grade:

**2.0 School Information**

SAU/District:

School:

School Mailing Address:

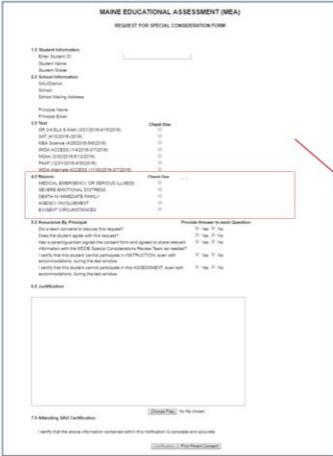
Principal Name:

Principal Email:



This is a snapshot of sections 1 and 2 as a whole on the left, and expanded on the right.

# 3.0 Test (snapshot)



**Section 3 - Assessment Tests**

- The dates in parentheses will be updated and do NOT reflect the dates of the testing window for each assessment, but the window in which you can enter a request.

3.0 Test	Check one
Science Alternate (PAAP) - Grades 5, 8 and 3rd year high school (01/01/2017 - 04/30/2017)	<input type="checkbox"/>
English Language Proficiency WIDA ACCESS for ELLs 2.0 - Grades K-12 (01/01/2017 - 03/03/2017)	<input type="checkbox"/>
English Language Proficiency WIDA Alternate ACCESS - Grades 1-12 (01/01/2017 - 03/03/2017)	<input type="checkbox"/>
Mathematics & ELA Literacy Multi-State Alternate Assessment - MSAA - Grades 3-8 (01/01/2017 - 05/12/2017)	<input type="checkbox"/>
Mathematics & ELA/Literacy - eMPowerME - Grades 3-8 (01/01/2017 - 04/14/2017)	<input type="checkbox"/>
Science MEA H.S. - 3rd year high school (01/01/2017 - 04/14/2017)	<input type="checkbox"/>
Mathematics & ELA/Literacy - SAT H.S. - 3rd year high school (01/01/2017 - 04/25/2017)	<input type="checkbox"/>
Science MEA - Grades 5 & 8 (01/01/2017 - 05/05/2017)	<input type="checkbox"/>



- The dates in parentheses will be updated and do NOT reflect the dates of the testing window for each assessment, but the window in which you can enter a request.

[illegible]

Science Alternate (PAAP) - Grades 5, 8 and 3rd year high school (01/01/2017 - 04/30/2017)  
English Language Proficiency WIDA ACCESS for ELLs 2.0 - Grades K-12 (01/01/2017 - 03/03/2017)  
English Language Proficiency WIDA Alternate ACCESS - Grades 1-12 (01/01/2017 - 03/03/2017)  
Mathematics & ELA Literacy Multi-State Alternate Assessment - MSAA - Grades 3-8 (01/01/2017 - 05/12/2017)  
Mathematics & ELA/Literacy - eMPowerME - Grades 3-8 (01/01/2017 - 04/14/2017)  
Science MEA H.S. - 3rd year high school (01/01/2017 - 04/14/2017)  
Mathematics & ELA/Literacy - SAT H.S. - 3rd year high school (01/01/2017 - 04/25/2017)  
Science MEA - Grades 5 & 8 (01/01/2017 - 05/05/2017)

## 3.0 Test

### MEA spring 2017

- Science Alternate (PAAP) - Grades 5, 8 and 3rd year high school (02/01/2017 - 04/30/2017)
- English Language Proficiency WIDA ACCESS for ELLs 2.0 - Grades K-12 (02/01/2017 - 03/03/2017)
- English Language Proficiency WIDA Alternate ACCESS - Grades 1-12 (02/01/2017 - 03/03/2017)
- Mathematics & ELA Literacy Multi-State Alternate Assessment - MSAA - Grades 3-8 (03/27/2017 - 05/12/2017)
- Mathematics & ELA/Literacy – eMPowerME - Grades 3-8 (03/20/2017 - 04/14/2017)
- Science MEA H.S. - 3rd year high school (04/03/2017 - 04/14/2017)
- Mathematics & ELA/Literacy – SAT H.S. - 3rd year high school (03/29/2017 - 04/25/2017)



All MEA assessments that are currently available for request will appear. Please note the different dates that each assessment is available for request, not the testing window, each ending with the close of that particular testing window, e.g. you cannot make a Special Consideration request for SAT prior to 3/29/17. You can only click ONE assessment box. If making requests for more than 1 assessment, you must start a new request.

## 4.0 Reason (snapshot)

### Section 4 – Reasons

- Principal selects the most appropriate reason for the special consideration

**MAINE EDUCATIONAL ASSESSMENT (MEA)**  
REQUEST FOR SPECIAL CONSIDERATION FORM

**1.0 Student Information**  
 Enter Student ID:   
 Student Name:   
 Student Email:   
**2.0 School Information**  
 School Name:   
 School Address:   
 Principal Name:   
 Principal Email:   
**3.0 Test**  
 MEA ID:  (e.g., MEA-123456789)   
 MEA ID:  (e.g., MEA-123456789)   
 MEA ID:  (e.g., MEA-123456789)   
 MEA ID:  (e.g., MEA-123456789)   
 MEA ID:  (e.g., MEA-123456789)   
 MEA ID:  (e.g., MEA-123456789)   
**4.0 Reason**  
 MEDICAL EMERGENCY OR SERIOUS ILLNESS   
 SEVERE EMOTIONAL DISTRESS   
 DEATH IN IMMEDIATE FAMILY   
 AGENCY INVOLVEMENT   
 EXIGENT CIRCUMSTANCES   
**5.0 Additional Information**  
 Please provide any additional information regarding the request.  
 Does the student agree with this request?    
 Has the student signed the request form and agreed to share relevant information with the MEA Special Consideration Review Team as needed?    
 I certify that the request was made in good faith and that the information provided is true and accurate.    
 I certify that the student is not currently participating in the MEA ID process.    
**6.0 Justification**  
  
   
**7.0 Additional Information**  
 I certify that the above information contained within this justification is complete and accurate.

### 4.0 Reason

Check One

MEDICAL EMERGENCY OR SERIOUS ILLNESS  
 SEVERE EMOTIONAL DISTRESS  
 DEATH IN IMMEDIATE FAMILY  
 AGENCY INVOLVEMENT  
 EXIGENT CIRCUMSTANCES



This is a snapshot of section 4 listing the reasons for the request as a whole on the left, and expanded on the right.

4.0 Reason

4.0 Reason

Select **Most** Appropriate\*

4.0 Reason

MEDICAL EMERGENCY OR SERIOUS ILLNESS

SEVERE EMOTIONAL DISTRESS

DEATH IN IMMEDIATE FAMILY

AGENCY INVOLVEMENT

EXIGENT CIRCUMSTANCES

Select Most Appropriate \*

☐ ?

☐ ?

☐ ?

☐ ?

☐ ?

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Education

Hover over the question marks next to each of the 5 choices for definitions.

You may only click ONE box/reason per request

## 4.0 Reason Definitions Reminders

- **Medical Emergency/Serious Illness:** Students experiencing a documented significant and fully incapacitating medical emergency or serious illness, such as: a terminal illness, a serious car accident, hospitalization, or placement in hospice care. In all cases, incident dates must have reasonable implications on the specific testing window and documentation is required.
- **Severe Emotional Distress:** Students experiencing a documented significant and fully incapacitating emotional trauma that extends across the entire test window and prevents the student from participating in instruction offered either at school or at home. In all cases, incident dates must have reasonable implications on the specific testing window and documentation is required.
- **Death in the Immediate Family:** Students experiencing the loss of immediate family member. In all cases, incident dates must have reasonable implications on the specific testing window and documentation is required.
- **Agency Involvement:** Involvement by an outside agency such as Department of Health and Human Services or detention by law enforcement pending adjudication. In all cases, incident dates must have reasonable implications on the specific testing window and documentation is required.
- **Exigent Circumstance:** A situation that doesn't meet any of the above criteria must be discussed with the appropriate Coordinator at MDOE prior to the submission of the request. Absence due to behavior issues, suspensions, or truancy does not meet this definition and are not eligible for appeal.



These are definitions that appear when you hover over the question marks. You will only see one at a time.

Remember, if a student can receive instruction, the student can participate in a state assessment AND that absence due to behavior issues, suspensions, and truancy do not meet the definition and do not make a student eligible for a Special Consideration exemption.

## 5.0 Assurance (snapshot)

**MAINE EDUCATIONAL ASSESSMENT (MEA)**  
REQUEST FOR SPECIAL CONSIDERATION FORM

**1.0 Student Information**  
Enter Student ID: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
Student Grade: \_\_\_\_\_

**2.0 School Information**  
SAU/District: \_\_\_\_\_  
School: \_\_\_\_\_  
School Mailing Address: \_\_\_\_\_  
Principal Name: \_\_\_\_\_  
Principal Email: \_\_\_\_\_

**3.0 Test** Check One

SAT 9 & ELA & Math (2019-2020)	<input type="radio"/>
SAT 9 (2019-2020)	<input type="radio"/>
MEA Science ACCESS (2019-2020)	<input type="radio"/>
MEA ACCESS (2019-2020)	<input type="radio"/>
MSA ACCESS (2019-2020)	<input type="radio"/>
MSA (2019-2020)	<input type="radio"/>
PAAP (2019-2020)	<input type="radio"/>
MSA Science ACCESS (2019-2020)	<input type="radio"/>

**4.0 Reason** Check One

MEDICAL EMERGENCY OR SERIOUS ILLNESS	<input type="radio"/>
SEVERE EMOTIONAL DISTRESS	<input type="radio"/>
DEATH IN IMMEDIATE FAMILY	<input type="radio"/>
AGENCY REQUIREMENT	<input type="radio"/>
STUDENT CIRCUMSTANCES	<input type="radio"/>

**5.0 Assurance by Principal** Provide Answer To each Question

Did a team convene to discuss this request?	<input type="radio"/> Yes <input type="radio"/> No
Does the student agree with this request?	<input type="radio"/> Yes <input type="radio"/> No
Has a parent/guardian signed the consent form and agreed to share relevant information with the MCPS Special Considerations Review Team as needed?	<input type="radio"/> Yes <input type="radio"/> No
I certify that this student cannot participate in INSTRUCTION, even with accommodations, during the test window.	<input type="radio"/> Yes <input type="radio"/> No
I certify that this student cannot participate in this ASSESSMENT, even with accommodations, during the test window.	<input type="radio"/> Yes <input type="radio"/> No

**6.0 Justification**

**7.0 Attending MAJ Certification** Click on Yes or No

I certify that the above information contained within this notification is complete and accurate.

\_\_\_\_\_  
Principal Signature

**Section 5 – Assurance**

- Each question needs to be answered.


Did a team convene to discuss this request? ☐ Yes ☐ No

Does the student agree with this request? ☐ Yes ☐ No

Is parent aware of the request and agreed to share relevant information with the Maine DOE Special Consideration Review Team as needed? ☐ Yes ☐ No

I certify that this student cannot participate in INSTRUCTION, even with accommodations, during the test window. ☐ Yes ☐ No

I certify that this student cannot participate in this ASSESSMENT, even with accommodations, during the test window. ☐ Yes ☐ No



This is a snapshot of section 5, the Principal's Assurance as a whole on the left, and expanded on the right.

## 5.0 Assurance By Principal

### 5.0 Assurance By Principal

#### Provide Answer to each Question

Did a team convene to discuss this request?

☐ Yes ☐ No

Does the student agree with this request?

☐ Yes ☐ No

Is parent aware of the request and agreed to share relevant information with the Maine DOE Special Consideration Review Team as needed?

☐ Yes ☐ No

I certify that this student cannot participate in INSTRUCTION, even with accommodations, during the test window.

☐ Yes ☐ No

I certify that this student cannot participate in this ASSESSMENT, even with accommodations, during the test window.

☐ Yes ☐ No



These yes/no questions are required and 'yes' to all is recommended.

We will show in later slides how to get a Parent Consent Form

## 6.0 Justification (snapshot)

**MAINE EDUCATIONAL ASSESSMENT (MEA)**  
REQUEST FOR SPECIAL CONSIDERATION FORM

**1.0 Student Information**

Student Name: \_\_\_\_\_  
 Student ID: \_\_\_\_\_  
 Student Email: \_\_\_\_\_  
 School: \_\_\_\_\_  
 School Address: \_\_\_\_\_

**2.0 Parent Information**

Parent Name: \_\_\_\_\_  
 Parent Email: \_\_\_\_\_

**3.0 Test**

Test	Check One
QAS 3-8 ELA 5 Item (12/12/19-4/10/21)	<input type="radio"/> Yes <input type="radio"/> No
SAF 4/12/21-12/21	<input type="radio"/> Yes <input type="radio"/> No
MSA Science 4/12/21-12/21	<input type="radio"/> Yes <input type="radio"/> No
MSA ACCESS 4/12/21-12/21	<input type="radio"/> Yes <input type="radio"/> No
MSA ACCESS 4/12/21-12/21	<input type="radio"/> Yes <input type="radio"/> No
MSA ACCESS 4/12/21-12/21	<input type="radio"/> Yes <input type="radio"/> No
MSA ACCESS 4/12/21-12/21	<input type="radio"/> Yes <input type="radio"/> No
MSA ACCESS 4/12/21-12/21	<input type="radio"/> Yes <input type="radio"/> No
MSA ACCESS 4/12/21-12/21	<input type="radio"/> Yes <input type="radio"/> No

**4.0 Reason**

MEDICAL EMERGENCY OR SERIOUS ILLNESS ☐  
 BEHAVIORAL DIFFERENCES ☐  
 DEATH IN IMMEDIATE FAMILY ☐  
 AGENCY REQUIREMENT ☐  
 EXTREME CIRCUMSTANCES ☐

**5.0 Assurance By Principal**

Does the student agree to release this request? ☐ Yes ☐ No  
 Does the student agree with this request? ☐ Yes ☐ No  
 Has a parent/guardian signed the consent form and agreed to share relevant information with the MEA Special Consideration Review Team as needed? ☐ Yes ☐ No  
 I certify that this student cannot participate in this assessment, even with accommodations, during the test window. ☐ Yes ☐ No  
 I certify that this student cannot participate in this assessment, even with accommodations, during the test window. ☐ Yes ☐ No

**6.0 Justification**

\_\_\_\_\_

**7.0 Allowing MSA Certification**

I certify that the above information provided within this justification is complete and accurate. ☐ Yes ☐ No

### Section 6 – Justification

- Principal is required to provide a written explanation and has the option of uploading multiple supporting documents.
- Should a request be rejected, the Principal can choose to upload additional files to provide additional justification

Choose Files No file chosen


This is a snapshot of Justification section 6 as a whole on the left, and expanded on the right showing where you can upload justification files.

## 6.0 Justification

### 6.0 Justification (Required)

**6.0 Justification**  
xx


Documents:



**TAB**

Add Files

File #1:		Browse...	
File #2:		Browse...	
File #3:		Browse...	
File #4:		Browse...	



Justification documentation for each request must be provided to the Department. Section 6.0 enables you to write in narrative details as well as upload documents to justify your request. (e.g. IEP's, doctor's notes, e-mails etc.)

- After typing in the justification text box, click "TAB" instead of ENTER
- Click "Browse" to search for files on your hard drive you'd like to upload
- Once you've browsed for any file or files you want to upload, click "Add File"

## 7.0 Attending SAU Certification (snapshot)

**MAINE EDUCATIONAL ASSESSMENT (MEA)**  
REQUEST FOR SPECIAL CONSIDERATION FORM

**1.0 Student Information**  
Enter Student ID:   
Student Name:   
Student Grade:   
**2.0 School Information**  
School:   
School Address:   
Principal Name:   
Principal Email:   
**3.0 Test**  
OP 1-4 B/L & Math (2/12/18-4/10/21): ☐ **Check Date**   
SAT (4/20/18-2018): ☐  
MEA Science 4/20/18-5/20/18: ☐  
MEA ACCESS 4/20/18-5/10/18: ☐  
SSAA (2/12/18-5/10/21): ☐  
MAP (2/12/18-4/20/18): ☐  
MEA Science ACCESS (1/10/21-5/27/21): ☐  
**4.0 Reason**  
MEDICAL EXEMPTION: OP 1-4 B/L & Math ☐  
SE-08E EXCUSED/DISTRESS ☐  
SE-09E INADJUDICATED ☐  
ADJUDICATED ☐  
SE-09E EXCUSED/DISTRESS ☐  
SE-09E INADJUDICATED ☐  
ADJUDICATED ☐  
**5.0 Assurance By Principal**  
Did a team concern to discuss this request? ☐ Yes ☐ No  
Did the student agree with the request? ☐ Yes ☐ No  
Has a parent/guardian signed the consent form and agreed to share relevant information with the DOE Special Consideration Review Team as needed? ☐ Yes ☐ No  
I certify that this student's personal information is being shared with appropriate personnel during the review process. ☐ Yes ☐ No  
I certify that this student's personal information is being shared with appropriate personnel during the review process. ☐ Yes ☐ No  
**6.0 Justification**  

**7.0 Attending SAU Certification**  No the student

I certify that the above information contained within this justification is complete and accurate.

### Section 7 – Certification and Submit

- Principal attests that the information provided is accurate and submits to DOE for Review/Approval.
- Certification button becomes active once all data has been entered. User must **TAB** out of the Justification field in order for the Certification button to become active.

**7.0 Attending SAU Certification**



This is a snapshot of section 7, the required attending SAU Certification as a whole on the left, and expanded on the right. Certification button becomes active once all data has been entered. User must **TAB** out of the Justification field in order for the Certification button to become active.

## 7.0 Attending SAU Certification

### 7.0 Attending SAU Certification (Required)

"I hereby certify that, to the best of my knowledge, the information contained in this request is correct; and that I am authorized to provide this general assurance. I also assure the Maine Department of Education that all documentation, if applicable, supporting this request complies with all state requirements."

#### 7.0 Attending SAU Certification

I hereby certify that, to the best of my knowledge, the information contained in this request is correct; and that I am authorized to provide this general assurance. I also assure the Maine Department of Education that all documentation, if applicable, supporting this request comply with all state requirements.



Section 7 requires that all Principals provide certification of each request, certifying that to the best of your knowledge, the information contained in this request is correct; and that you are authorized to provide this general assurance. You also assure the Maine Department of Education that all documentation, if applicable, supporting this request complies with all state requirements.

## 8.0 DOE Determination

- DOE Determination – there are 5 statuses
  1. **New** = automatic status when a new request is submitted.
  2. **Pending** = Sections 1-6 are locked /uneditable. This status occurs when a request is in the process of being reviewed by DOE or a request was initially Rejected, DOE asked for further information, and the school has now resubmitted additional information.
  3. **Denied** = request is denied by DOE and case is closed. In addition to the status a denied reason will be provided.
  4. **Approved** = request is approved by DOE and case is closed.
  5. **Rejected** = Sections 1-3 are locked /uneditable. This status occurs when DOE has reviewed documentation and communicating to school that further information is needed. Schools may add/upload additional documentation in Section 6 at any time.



Read slide.


## 8.0 DOE Determination (sample view)

**8.0 DOE Determination**

DOE Special Consideration Status:

DOE Status Date: 04/05/2017

DOE Status Comments:

 Maine Department of Education

This shows a sample request that was rejected, and in the DOE Status Comment box we are asking for further documentation or evidence.

## 8.0 DOE Determination – (sample email)

When a request is “Rejected”, an automatic email will be sent to the person who created the request indicating that the DOE has rejected. The requestor must log back into the system to obtain the reason why it was rejected.

From: doe-neo-account-do-not-reply@maine.gov Sent: Mon 1/23/2017 9:11  
To: Botting, Chad  
Cc: Godfrey, Nancy  
Subject: MEA Request for Special Considerations - Sample RSU - Sample School - Rejected

MEA Request for Special Consideration for student ID 100999442 has been rejected. [Click here](#) for more information.

If you have questions, please contact the respective assessment team member: <http://www.maine.gov/doe/assessment/contact.html>

Do not reply to this message as it comes from an automated service and will not be answered.

Thank you  
Maine Department of Education




Read Slide. Principals will only receive an e-mail should a request be rejected,


## Additional Steps

Click [Here](#) to see District Summary of Submitted Requests

Click [Here](#) for more information on Maine Educational Assessments

Click [Here](#) to see District Summary of Submitted Requests 

Click [Here](#) to enter a new Special Consideration request



Going back to the bottom of the welcome page, once a new request has been submitted, schools/principals will need to log in regularly to check on the status of ALL submissions by clicking “District Summary of Submitted Requests”.

## District Summary of Submitted Requests

On 'District Summary of Submitted Requests', you can view your District/SAU, your School, and you can sort by status.

MAINE EDUCATIONAL ASSESSMENT (MEA)

REQUEST FOR SPECIAL CONSIDERATION SUMMARY

School Year:

2017

District/SAU:

RSU 71


School:

Belfast Area High School

Status:

\* Please Select \*

New - Rejected - Pending – Denied - Approved



School Year remains at 2017, but will have a dropdown of years once we move forward.

Only your District/SAU appears in the second box..

If you are a principal associated with one school, that will be the only school you have access to. If you are assigned to more than one school, they will appear in the school dropdown.

Sorting by status allows you to look at all requests, or just new, rejected, pending, denied, or approved requests.


## District/School Summary of Submitted Requests

Clicking any column header allows you to sort for the Attending SAU, Attending School, Student Name, Student ID, Grade, Resident SAU, Test, or Status. You can also search for a particular student (name or SSID) by entering data into the search box.

[Add New Request](#)

Search:

Attending SAU	Attending School	Student Name	Student Id	Grade	Resident SAU	Test	Status	Navigation
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## 9.0 Comments (instructions)

[Add New Request](#)

Search:

Attending SAU	Attending School	Student Name	Student Id	Grade	Resident SAU	Test	Status	Navigation
Sample RSU	Sample School	Student1, Sample	123456789	11	Sample RSU	Science MEA H.S. – 3rd year high school	Rejected	<a href="#">View Request</a> <a href="#">Consent Form</a>
Sample RSU	Sample School	Student1, Sample	123456789	11	Sample RSU	Mathematics & ELA/Literacy – SAT H.S. – 3rd year high school	Denied	<a href="#">View Request</a> <a href="#">Consent Form</a>
Sample RSU	Sample School	Student2, Sample	123456789	5	Sample RSU	Science Alternate (PAAP) - Grades 5, 8 and 3rd year high school	Pending	<a href="#">View Request</a> <a href="#">Consent Form</a>
Sample RSU	Sample School	Student3, Sample	123456789	9	Sample RSU	English Language Proficiency WIDA Alternate ACCESS - Grades 1-12	Approved	<a href="#">View Request</a> <a href="#">Consent Form</a>
Sample RSU	Sample School	Student4, Sample	123456789	8	Sample RSU	English Language Proficiency WIDA ACCESS for ELLs 2.0 - Grades K-12	New	<a href="#">View Request</a> <a href="#">Consent Form</a>


Clicking '**View Request**' brings you to that particular request



For each request line, the right column is called Navigation. The two choices are View Request and Consent Form. To review all sections 1-8 that have been completed, and to access Section 9.0 Comments, click “View Request”.

# View Request (snapshot)

Click "View Request" to see a summary page of your request.



## MAINE EDUCATIONAL ASSESSMENT (MEA)

### REQUEST FOR SPECIAL CONSIDERATION FORM

#### 1.0 Student Information

Enter Student ID:

Student Name:

Student Grade:

#### 2.0 School Information

SAU/District:

School:

School Mailing Address:

Principal Name:

Principal Email:

#### 3.0 Test

	Check One
OR 3-4 ELA & Math (3/21/2018-4/10/2018)	<input type="radio"/>
SAT (4/12/2018-2018)	<input type="radio"/>
MEA Science (4/20/2018-5/9/2018)	<input type="radio"/>
WIDA ACCESS (11/20/16-3/7/2018)	<input type="radio"/>
MSAA (3/30/2018-5/13/2018)	<input type="radio"/>
PAAP (12/20/2016-4/30/2018)	<input type="radio"/>
WIDA Alternate ACCESS (11/30/2018-3/7/2018)	<input type="radio"/>

#### 4.0 Reason

	Check One
MEDICAL EMERGENCY OR SERIOUS ILLNESS	<input type="radio"/>
SEVERE EMOTIONAL DISTRESS	<input type="radio"/>
DEATH IN IMMEDIATE FAMILY	<input type="radio"/>
AGENCY INVOLVEMENT	<input type="radio"/>
EXISTING CIRCUMSTANCES	<input type="radio"/>

#### 5.0 Assurance By Principal

Did a team convene to discuss this request?	Provide Answer to each Question
Does the student agree with this request?	<input type="radio"/> Yes <input type="radio"/> No
Has a parent/guardian signed the consent form and agreed to share relevant information with the MOOE Special Considerations Review Team as needed?	<input type="radio"/> Yes <input type="radio"/> No
I certify that this student cannot participate in INSTRUCTION, even with accommodations, during the test window.	<input type="radio"/> Yes <input type="radio"/> No
I certify that this student cannot participate in this ASSESSMENT, even with accommodations, during the test window.	<input type="radio"/> Yes <input type="radio"/> No

#### 6.0 Justification

#### 7.0 Attending SAU Certification

I certify that the above information contained within this notification is complete and accurate.

No file chosen

This is a snapshot of a summary page showing all sections 1 – 9 when you click ‘View Request’.

## 9.0 Comments Cont.

**9.0 Comments**

DOE Comments:

1/24 JFS - Please provide some additional information as what the reasons might be.

SAU/District Comments:

1/25 CKL - I have uploaded additional documents that hopefully explain the situation. If you need more information, please ask.

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Section 9 will now appear for back and forth SAU/DOE comments. There are separate comment boxes for each, DOE and SAU. When expanding on justification, these comment boxes will be used for DOE-SAU communication.


- As new comments are added, DO NOT delete previous comments
- As new comments are added, please start by adding a date so the communication trail can be chronologically followed.
- Once a new comment is added, click “Save Comment”
- Click “Cancel” to start over

# District Summary of Submitted Requests

Search:

Attending SAU	Attending School	Student Name	Student Id	Grade	Resident SAU	Test	Status	Navigation
							Pending	<a href="#">View Request</a> <a href="#">Consent Form</a>

Clicking '**Consent Form**' gives you the option to open or save a prepopulated Parent Consent Signature Form with the requested reason. DO NOT send the consent form to Maine DOE. Please keep a copy at your school and/or student's file.



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# Consent Form

MAINE EDUCATIONAL ASSESSMENT (MEA)

PARENT CONSENT SIGNATURE FORM

Student Name:

Ronald McDonald

School Name:

Gorham Public Schools - Gorham High School

Assessment Test:

English Language Proficiency WIDA Alternate ACCESS - Grades 1-12

Reason:

SEVERE EMOTIONAL DISTRESS

Today's Date:

1/17/2017

\* CIRCUMSTANCES WHICH MEET A NEED FOR SPECIAL CONSIDERATION

- SEVERE EMOTIONAL DISTRESS - Students experiencing a documented significant and fully incapacitating emotional trauma that extends across the entire test window and prevents the student from participating in instruction offered either at school or at home.

PARENT CONSENT SIGNATURE

I have consulted with the school district and agree with this request to exempt my child from statewide assessment. I understand that this means I will have no statewide assessment data for my child for the year of instruction being assessed.

By signing this request,

I ☒ **do** ☐ **do not** (check one) give the district permission to seek an exemption for my child from statewide assessment for medical or other extraordinary reasons.

I ☒ **do** ☐ **do not** (check one) give permission for the district to discuss the request if necessary with a member of the Special Considerations Review Panel.

Parent Name (Please Print)

Parent Signature

Date



The parent consent form can be opened, printed and/or saved in .pdf format for a student's educational file.

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## Review of Determination Status

DOE Determination – remember there are 5 statuses. The person who submits the request must continuously check back into the NEO module.

\*Further action by the district and/or DOE is required for status 2 and 5.

1. **New** = automatic status when a new request is submitted.
2. **Pending** = Sections 1-6 are locked/uneditable. This status occurs when a request was initially Rejected, DOE asked for further information, and the school has now resubmitted additional information.
3. **Denied** = request is denied by DOE and case is closed.
4. **Approved** = request is approved by DOE and case is closed.
5. **Rejected** = Sections 1-3 are locked/uneditable. This status occurs when DOE has reviewed documentation and communicating to school that further information is needed. Schools may add/upload additional documentation in Section 6 at any time.



Read slide.

Thank You

Maine DOE Assessment & Data Teams

Questions can be submitted to:

[mea.doe@maine.gov](mailto:mea.doe@maine.gov)



Thank you for participating in the MEA Special Consideration training. Questions can be submitted to [mea.doe@maine.gov](mailto:mea.doe@maine.gov)